

Community College of Beaver County

TRANSFER CREDIT APPEAL PROCESS

A student who disagrees with the application of transfer credit by the Community College of Beaver County has the right to appeal the decision. If a transfer student believes there is an error on the transfer credit evaluation that he/she receives, or has questions regarding the evaluation or the application of the transfer credit towards degree requirements, the following process should be followed. The student should first contact the person who completed the transfer credit evaluation. The name of the individual appears on the letter the student received accompanying the transfer credit evaluation. If the issue cannot be resolved at this level, the student can appeal in writing to the Registrar within 30 days of the receipt of the transfer credit evaluation. The Registrar has 30 days from the receipt of the appeal to respond in writing to the student. If the issue is not resolved to the student's satisfaction by the Registrar, the student has 30 days to submit a copy of the appeal as well as the decision of the Registrar to the office of the Provost. The Provost will have 30 days from the receipt of the request to respond to the student in writing. The decision of the Provost is final.